## **DEPUTY INCIDENT COMMANDER JOB AID**

Position: Deputy Incident Commander

**Section**: Command Section

## Mission:

To assist the Incident Commander by initiating response strategies, response team coordination and communication.

## **Duties**:

- □ Meet with Incident Commander for a situation report.
- Determine response preparedness and address any deployment problems.
- Assess responsible party's capability to respond.
- Assist in obtaining emergency funding pursuant to an environmental emergency declaration.
- Coordinate command staff duties in concert with the Incident Commander.
- □ Attend briefing meeting to develop an initial action strategy.
- □ Assist in receiving and directing incoming requests for information from section chiefs, executive of other responding agencies, industry, and the community.
- □ Coordinate specific action plans, legal investigations, and media releases.
- Monitor response operations to identify current or potential problems.